Letter Writing

Writing letters is very common with people who can read or write. They may be formal or informal, but in each case they are written in accordance with some set rules. Usually letters are classified under the following three heads.

i. Personal letters.
ii. Official letters and applications.
iii. Business letters

Every letter has several parts and all parts, taken together, make the whole. Any omission is liable to mare the quality of the letter. The parts of a letter; other than the main body, are given below:

i. The name and address of the writer along with the date of writing.
ii. Salutation or greeting.
iii. Subscription or the close of the letter.
iv. Name (or official position) of the addressee. This may be omitted in personal letters which should mention the relation as 'My dear Brother, Father, etc.

A chart which shows proper salutations and subscription is given here for guidance:

ADDRESSES	SALUTATION	SUBSCRIPTION
Relatives	May Dear .... (relation),	Yours affectionately,
Friends	My dear ...... (name)	Yours sincerely,
Acquaintances	Dear / Mr / Mrs / Miss	Yours truly,
Strangers	Sir / Madam, Dear Sir / Madam	Yours truly,
Officers, Teacher	Sir / Madam,	Yours obediently, Faithfully,
Editors of Newspapers	Sir / Madam,	Yours truly,
Business concerns Dear Sir	On this happy occasion,	Yours faithfully,

The subscription can also be written as ' Your affectionate son', Your sincere friend, Your obedient servant or pupil', etc.

a. **Writer's Address:** It is normally written at the top of the letter paper at the right hand corner. In applications it may be written at the bottom or at the left hand corner.

b. **Date:** Normally it is given just below the writer's address when written at the top right hand corner. It may also be written at the bottom left corner in case of applications. The date must be written in any of the following ways:

January 1, 1995. 1st January, 1995.

Students should always remember to put a comma before the year and a full stop after it. Omission of punctuation marks shows the carelessness of the writer.

c. Salutations: It is the main part of the letter and may contain a number of paragraphs. The opening sentence should be of a general nature and may indicate the continuity of correspondence with the addressee. Some suitable opening sentences which may be used according to the occasion are:

i. I received your kind letter the other day.
ii. It is quite a long time since I heard from you.
iii. I was very glad to receive your letter.
iv. My joy knew no bounds when I learnt of your success ....
v. I am much shocked to hear that ....
vi. You will be sorry to know that ....
vii. You will be pleased to know that ....
viii. Thank you very much for your letter ......

d. The letter should be closed with a proper phrase. One of the following phrases may be used according to the occasion:

i. With best regards,
ii. With love and best wishes to all at home,
iii. With best wishes,
iv. Hoping to see you soon,
v. Hoping to hear from you soon,
vii. Thanking you,

e. The subscription: After closing the body of the letter, we put subscription or close of the letter at the bottom of the left corner of the page. Students should refer to the chart given above for using appropriate subscriptions.

f. The address of the person to whom the letter is sent: It is written on the envelope or the back of the postcard. We write:

i. The name of the person in the first line,
ii. The name of the house and the street or the name of the village in the second line,
iii. The name of the district in the last line.

1. Write a letter to your mother who is worried about your health.

Examination Hall,
City A. B. C.
January 3, 2009

Dear Mother,

Many thanks for your loving letter which I received yesterday. Last Sunday, I, with some of my friends, made a trip to Jallo Park. For this purpose, we also decided to take some eatables

with us. So I bought water melons as everyone likes to eat these in this season. All of us ate it with relish. We could not notice that those water melons were rotten. Anyhow, before arriving at hostel, I began to vomit, feeling a bit pain in my stomach. The pain was so severe that it was quite unbearable. At first, I took it light but later on, my condition grew worse. My hostel Superintendent called a doctor who said that it was a case of Cholera. He also suggested a few doses of medicine. The doctor said, I would be hale and hearty within a week or so. Don't worry about me now. You need not come over here.

Please pay my regards to all at home.

Yours affectionately,

X.Y.Z.

2. Write a letter to your father asking him about the health of your mother.

Examination Hall,

City A. B. C

Feb 5, 2009

Dear Father,

In his letter, Nadeem has informed me that mother is not feeling well. He has given me a hint about her poor health. I am much disturbed to know all of this. I am sure, you will be taking proper care of her. She is the patient of high blood pressure and sugar. It is better to get her checked by a specialist. Further, kindly arrange a whole time nurse for her, who can take care of her on regular basis.

Please keep in touch with me in this regard.

Yours affectionately,

X.Y.Z

3. Write a letter to your sister congratulating her on her success in the examination.

Examination Hall,

City A. B. C

March 6, 2009

Dear Sister,

How glad I am to see your result in the gazette! You have passed your Matriculation Exam with distinction. You have secured 90% marks. How good it is! I congratulate you from the core of my heart on your excellent performance, May God bless you with success in every sphere of life. Indeed it is a matter of pride for the whole of our family. So, when may I expect a party from you?

With best wishes.

Yours affectionately,

X.Y.Z

4. Write a letter to your mother about the test you have just taken.

Examination Hall,
City A. B. C
April 7, 2009
Dear Mother,

I am sorry, I did not write a letter earlier. Actually, the principal, quite suddenly announced the test schedule. There were hardly three days. I was very busy in preparation of those exams. Yesterday, the exams were over. My performance in the exams is not up-to-the-mark. As I was not prepared for them. Secondly, one of my teachers went for offering Hajj. So I could not gain much guideline in Chemistry. Anyhow, I will make up my deficiency later on. In next exams, I will show you better results.

Please convey my Slam to all at home.

Yours affectionately,
X.Y.Z

5. Write a letter to your father requesting him to send you some extra funds for the payment of hostel dues.

Examination Hall,
City A. B. C
May 8, 2009
Dear Father,

Every one at home will be glad to know that our school is going to be closed for the summer vacation on 10th of May. But before leaving the school, I must clear all of my boarding house dues as well as school fee for two months. Further, I have to buy some books and a pair of shoes too. I need five thousand rupee to meet my expenses.

I know, it's very difficult for you to send such a huge amount but these are inevitable expenses which cannot be avoided. So I request you to send the said amount as early as possible.

Yours affectionately,
X.Y.Z

6. Write a letter to your brother about the importance of the study of science subjects.

Examination Hall,
City A. B. C
June 9, 2009
Dear Brother,

I am glad to know about your excellent success in middle class exams. You have shown a good result. I congratulate you on this auspicious occasion. Now it is high time to choose your

favourite field. According to my humble opinion, it is an age of science and technology. The world is changing rapidly. Science has proved its wonders all around the world.

No doubt, the study of Humanities has its own value but no one can deny the importance of Science. A student must have some basic knowledge of science at least to the matriculation level. So I suggest you to take science subjects. But the final decision lies with you.

Please pay my Salam to all at home.

Yours affectionately,

X.Y.Z

7. Write a letter to your friend congratulating him/her on his/her birthday.

Examination Hall,

City A. B. C

July 10, 2009

Dear Friend,

I have just remembered that 14th of February is your birthday, so I am specially writing this letter to congratulate you on your birthday. Please accept congratulations from the bottom of my heart

I owe you a gift and you will get it when you come to me. I was going to send it to you by post but then I was informed that you planned to come to Lahore. So I have decided that I should give it to you personally. I am waiting for you.

Yours affectionately,

X.Y.Z

8. Write a letter to your friend inviting him to spend her/his holidays with you.

Examination Hall,

City A. B. C

August 12, 2009

Dear Friend,

I want to remind you of your promise which you did last year that you would spend spring holidays with me next year. Now spring holidays are approaching, it is high time for you to fulfil your promise.

I have chalked out my programme how to spend these holidays. We shall visit our common friends and enjoy a long drive. I have bought a new Suzuki Mehran recently. Further, I have told my parents about our visit to Naran, 2nd Kaghan Valley during these holidays. You know Naran and Kagan are healthful holiday resorts. They will help us give freshness of mind and body.

So inform me about the exact date of your arrival as soon as possible. I will receive you from city station on the appointed date.

Pay my salam to your parents.

Yours sincerely,

X.Y.Z

9. Write a letter to your friend congratulating him on the marriage of his sister.

Examination Hall,
City A. B. C
Sep 13, 2009

Dear Friend,

Noman met me yesterday by chance on the roadside. He told me about the marriage of your sister. Please accept my heartiest congratulations.

I am sorry to note that, you forgot me on this happy occasion. I know you must be very busy and you might have escaped it from your mind. Please convey my heartiest congratulations to all of your family members.

Yours sincerely,
X.Y.Z

10. Write a letter to your friend requesting him to lend you some books.

Examination Hall,
City A. B. C
Oct 14, 2009

Dear Friend,

How are you? I hope you must be hale and hearty. As you know, my mid term examination is over. I have nothing to do now a days. I want to utilize maximum of my spare time. So I have decided to improve my English Language. Last year, when I visited your home, I had seen good books in your study on English Literature and Language.

So, I request you to lend me some books from your collection. I know you are very touchy about your books but I will keep them neat and clean. I will take care of them. I also make promise to return all of these books as early as possible.

Pay my Salam to your parents.

Yours sincerely,
X.Y.Z

11. Write a letter to your friend thanking him/her for his/her hospitality during your visit to her/his house.

Examination Hall,
City A. B. C
Nov 15, 2009

Dear Friend,

I reached my home quite safe and sound the day before yesterday. I want to say thanks to whole of your family for the hospitality and kindness which you have shown to me. I will not forget the taste of biryani and chicken which you cooked for me one day. Further, your parents also treated me like their own son. I will also remember the trip which you specially arranged

for me to the historical places of Lahore. It was due to you that I got a chance to have a deep observation of cultural heritage of our ancestors. Anyhow, I again thank you for your hospitality.

Please remember me in your prayers.

Yours sincerely,

X.Y.Z

12. Write a letter to your friend, condoling the death of his/her mother.

Examination Hall,

City A. B. C

Dec 16, 2009

Dear Friend,

I was shocked to hear the sad news of your mother's untimely death. I cannot express my feelings of sorrow and grief on this sad occasion. I had a special attachment with her. She loved me as her own son. Whenever, I remember her love and affection, tears begin to spring out from my eyes spontaneously. She was the model of piety, sagacity and wisdom. Indeed, it is an unbearable loss. You and your younger brothers and sisters have lost a sincere and affectionate mother. Your father has also lost a faithful and true life-partner.

May God rest her soul in peace! I am with you in this time of trial.

Please convey my sympathies to all of your family members.

Yours sincerely,

X.Y.Z

13. Write a letter to your brother advising him to take steps to improve his health.

Examination Hall,

City A. B. C

Jan 18, 2009

Dear Brother,

It is a matter of great concern for me that you have lost your weight by five pounds during the last one month. It appears that there is something wrong with your diet. It is not a good sign of good health. You must be conscious of your health and diet. One of your friends has told me that you study till late night and get up early in the morning.

Further, you have given up your routine of regular exercise early in the morning. As a result, you have become dull and lazy. It is not right to burn the midnight oil and be a book worm. You must take care of your balance diet and do regular exercise. It is better to join a gym.

Hoping that you will pay heed to my advice and do your utmost effort to improve your health.

Yours affectionately,

X.Y.Z

14. Write a letter to your sister thanking her for a gift.

Examination Hall,
City A. B. C
Feb 19, 2009
Dear Sister,

It was a great moment when a post man handed over a parcel to me. It was a beautiful wrist watch, wrapped in a gift pack. It shows your sagacity and wisdom that how you have made me realize the importance of time in my life. I have shown this watch to my friends who are also full of praise for it.

I want to thank you for sending me such a precious gift. It will remind me of your love and affection.

Pay my best regards to all the family members.

Yours affectionately,
X.Y.Z

15. Write a letter to your friend thanking him for the books he lent to you.

Examination Hall,
City A. B. C
March 24, 2009
Dear Friend,

I received your parcel of books yesterday. Thank you so much for this act of kindness. Indeed it is a great favour for me. I hope, I can get maximum advantage from your books. They will also help me to improve my knowledge and skill. Thanks again for this favour.

I shall return these books as early as possible, according to my promise.

Take care of your health.

Yours sincerely,
X.Y.Z